Parent Teacher Interviews – Parent Instructions

OVERVIEW

The **Parent Teacher Interview** module allows parents to book interview times with their children's teachers or other Teaching support staff during designated Interview dates and times. Parents can schedule times for all students in the family from the same booking screen. The system will only allow the same parent to be booked into one appointment at the same.

In order to display available appointment times, first select either one teacher or ALL teachers who teach the student. Only available interview times will be displayed and once an appointment time has been selected it will be hidden from the rest of the parents. If you select one or all teachers, or limit the appointments to a specific day or time range and there are no appointments then the screen will be blank. If you try selecting an interview time and another parent has chosen that appointment while you were looking at the screen, it will indicate that the selected time has been taken and refresh the screen with the next available times. If you choose a teacher or time by mistake you can always cancel your appointment and select another time. When appointments are cancelled, those times will again be displayed to all parents for selection.

As you select each appointment, they will be recorded and displayed in the right hand panel on the screen for easy viewing. Once you have selected all your appointments, you can print off a hard copy for your records and to bring with you to the school. Appointments for each student will print on their own page.

**** IMPORTANT ** When scheduling appointments, parents MUST ensure that there is at least one time slot between appointments to allow for walking time. If you book appointments back to back then you may miss the next appointment if it takes too long to get to the next Teacher.**

HOW TO BOOK YOUR APPOINTMENTS

1. Sign in to your Parent Connect account
2. Select the "**Interview**" tab at the top
3. Select the child for which you want to schedule appointments (if there is more than one child in the family, use the drop down selection box to select the appropriate child)
4. Select either a single teacher's available schedule or choose the "**ALL Teachers for this student"** option to display available times for all the teachers who teach your child. If the **"ALL Teachers for this student"** option was selected, the available schedule will be displayed in date/time/teacher order, making it easy to scroll down through the list and select the available times. Each selection will be added to the running list in the panel on the right.
   If you select a specific teacher, or a specific date, or a specific time range, and the system does not display any time slots, then that means there are no appointments available for the teacher for that date and for those times. Choose a different teacher, date, or time range.
   **** Remember to leave one time slot between appointments for walking time ****
5. If you want to cancel an appointment immediately after you selected it, just click on the "**Cancel**" button. If you want to cancel an appointment after you either moved on to the next child or left the program, go back and select the appropriate child and teacher and click on the "**Cancel**" button for the desired appointment. Your appointment will be cancelled and removed from the list on the right.
6. If you would like to make an appointment with a teacher who does not teach your child (such as a coach, counsellor, or special needs teacher) then unselect the **"Limit to who teaches this student"** checkbox and the **Select Teacher** drop down selection will now show **ALL** teachers in the school. Select the appropriate Teacher and make an appointment.
7. Print a hard copy of your interview schedule once you have made all your appointments and bring this schedule with you to the school. The interview schedule will indicate where each teacher is physically located in the school.